

SAP Business Warehouse/Business Intelligence Reporting

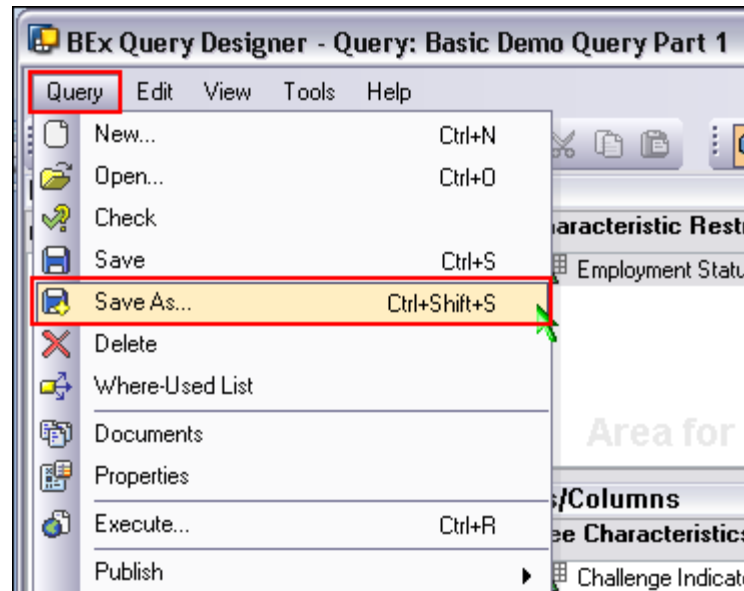
Exercise 2 - Modifying a Basic Ad Hoc Query

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials
General Topics - BW/BI Power Users

Exercise 2 – Modifying a Basic Ad Hoc Query

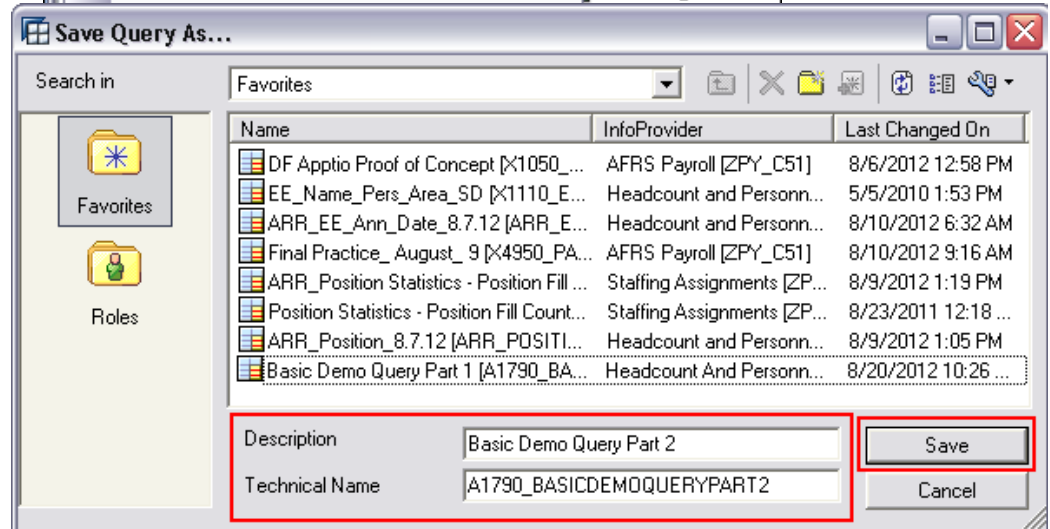
I. Saving a Query as a New Query

1. Open the Demo Basic Query Part 1 in BEx Query Designer.
2. Click the Save Query As... from the Query option on the BEx Query Designer toolbar.



Result: The “Save Query As...” screen will be displayed.

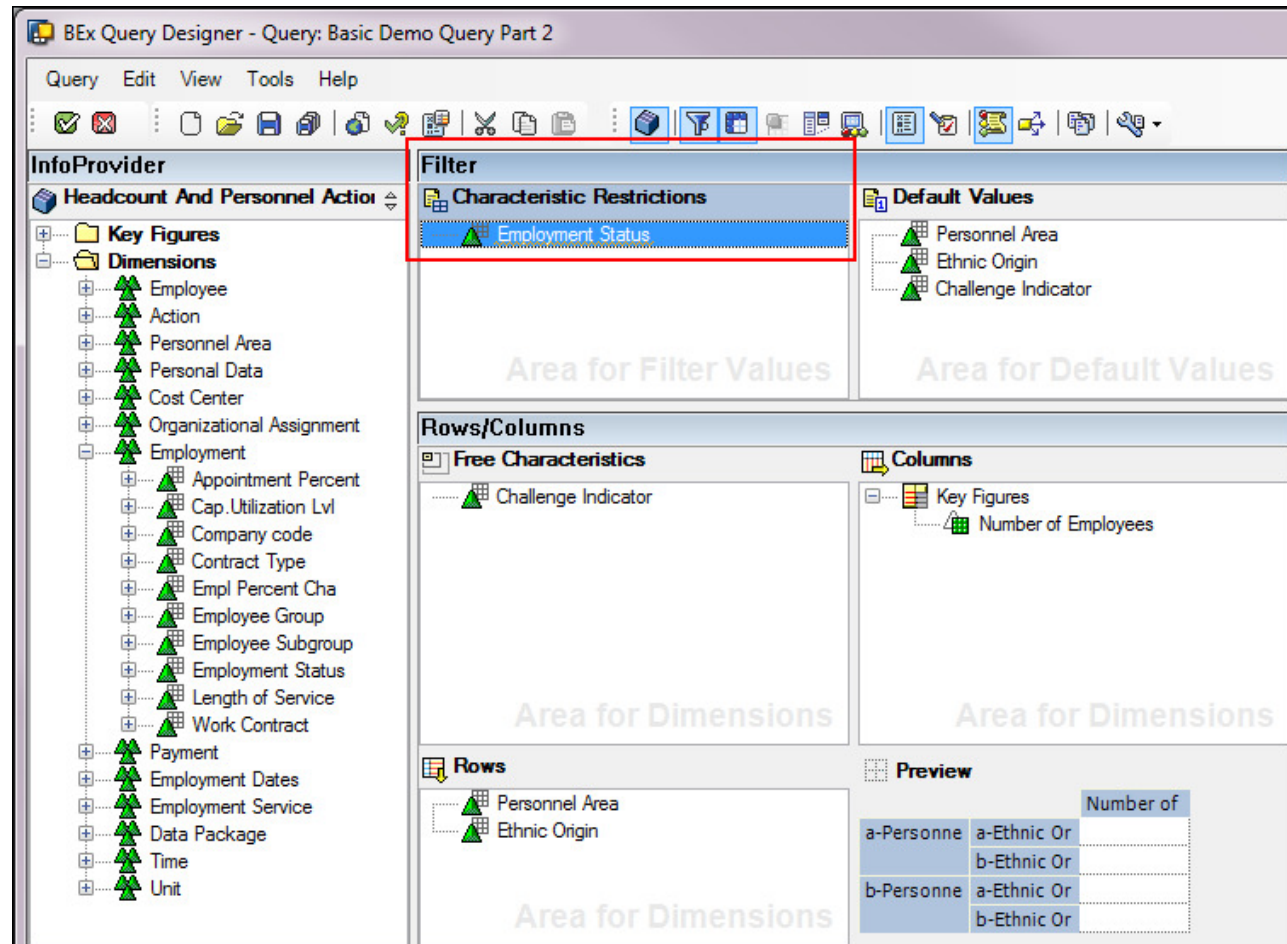
3. Enter “Demo Basic Query Part 2 in the Description text box of the “Save Query As...” screen.
4. Enter “A1790_DEMOBASICQUERYPART2” in the Technical Name.
5. Click Save.



Exercise 2 – Modifying a Basic Ad Hoc Query

V. Adding Filters

Drag&Drop the Employment Status Characteristic from the Employment Dimension to the Filter section of the Query Designer.



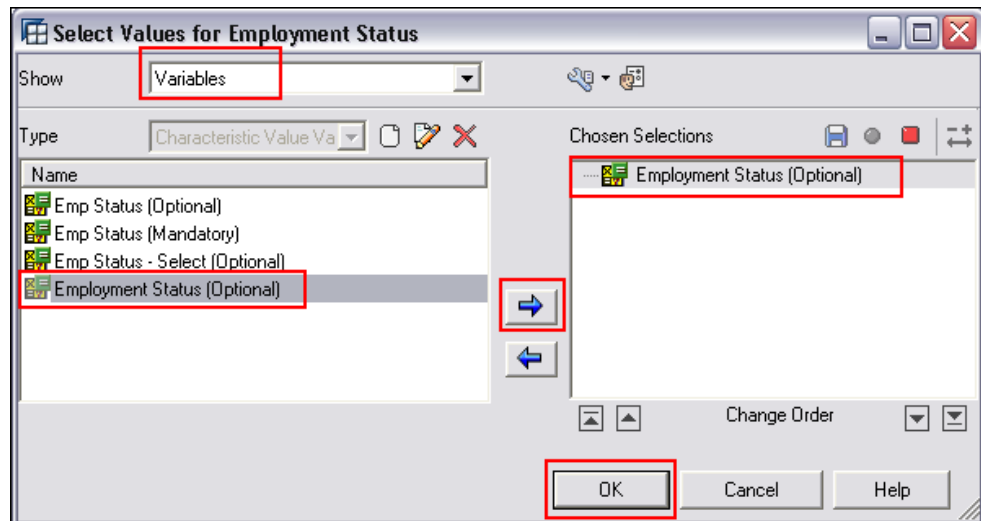
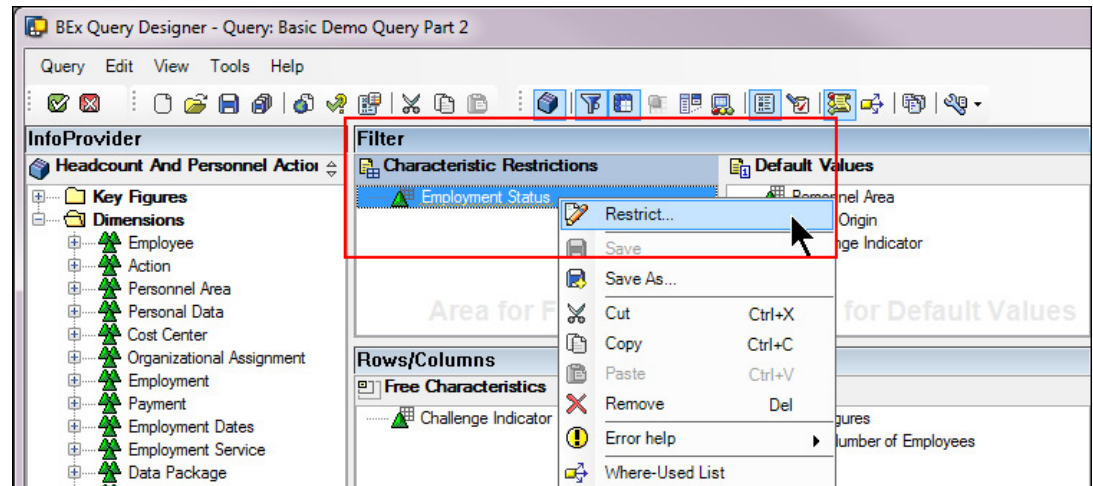
The Filter does not have a value at this time. It must be restricted or a Variable must be added.

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VI. Adding Variables


1. Right click on Employment Status in the Filter section and select Restrict.
2. Click the dropdown arrow in the “Show” section and select “Variables”.
3. Highlight “Employment Status (Optional)” add it to the Chosen Selection and click OK. This adds that variable to the query.

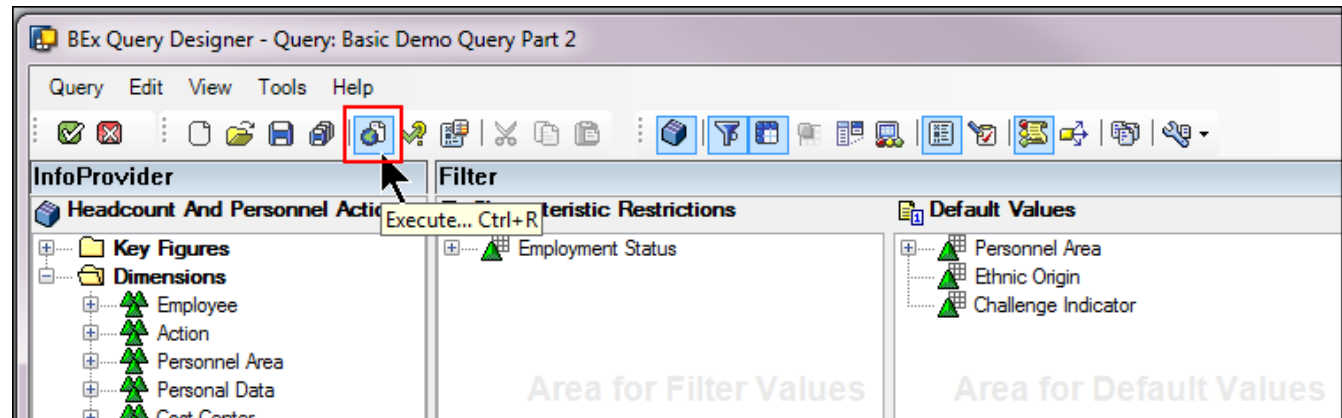
➤ Add the variable to Personnel Area using the same procedure.



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VIII. Running the Ad Hoc Query

1. Click the Execute Query on the Web icon  from the BEx Query Designer toolbar.
**(you will be prompted to save your query and if you are not single sign on, you will get the portal log on screen)



2. Enter report Variables.
3. Click OK.

Variable Entry

Available Variants: Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
Employment Status (Optional)	3; 1	Active; Inactive
Personnel Area - Select (Optional)	1790	

OK Check

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IX. Ad Hoc Query Results

The screenshot displays a query interface titled "Basic Demo Query Part 2". It includes a "Display As" dropdown set to "Table" and buttons for "Information", "Send", "Print Version", "Export to Excel", and "Comments". On the left, a sidebar shows a tree structure with "Columns" (containing "Key Figures") and "Rows" (containing "Personnel Area", "Ethnic Origin", and "Free characteristics" which includes "Challenge Indicator").

Four external boxes with red arrows point to specific elements in the interface:

- "Personnel Area Characteristic" points to the "Personnel Area" item in the Rows tree.
- "Challenge Indicator Attribute Free Characteristic" points to the "Challenge Indicator" item in the Free characteristics tree.
- "Ethnic Origin Attribute" points to the "Ethnic Origin" column header in the table.
- "Number of Employees Key Figure" points to the "Number of Employees" column header in the table.

The main table displays data for "Personnel Area" (1790) and "Dept of Enterprise Services". The "Ethnic Origin" column lists various categories, and the "Number of Employees" column shows the count for each. The "Result" row is highlighted in yellow, showing a total of 1,059 employees.

Personnel Area	Ethnic Origin	Number of Employees
1790	10/Not assigned	21
	American Indian/Alaskan	22
	Asian or Pacific Islander	112
	Black/Not Hispanic origin	31
	Hispanic	40
	White/Not Hispanic origin	833
	Result	1,059
Overall Result		1,059

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X. Ad Hoc Query Results

***Drag&Drop “Challenge Indicator” from the Free Characteristics to the Rows section:

Basic Demo Query Part 2

Display As Table Information Send Print Version Export to Excel Comments

Columns	Personnel Area	Ethnic Origin	Challenge Indicator	Number of Employees
▼ Columns	1790 Dept of Enterprise Services	10/Not assigned	#	21
▼ Rows			Result	21
▪ Key Figures		American Indian/Alaskan	X	2
▪ Personnel Area			#	20
▪ Ethnic Origin			Result	22
▪ Challenge Indicator		Asian or Pacific Islander	X	1
▪ Free characteristics			#	112
			Result	112
		Black/Not Hispanic origin	#	31
			Result	31
		Hispanic	X	3
			#	37
			Result	40
		White/Not Hispanic origin	X	34
			#	799
			Result	833
		Result		1,059
	Overall Result			1,059

Challenge Indicator has been added to the query using the “Drag&Drop” method.